

PLANNING FORMULA: A formula of relationships for remaining within the Records Center (or extensions) for "X" years into the future.

The formula below identifies and expresses the relationships among the variables governing the housing of retired records. The formula is a simple algebraic model of file characteristics and can be used to solve for any meaningful variable... including, of course, the amount of microform reduction required to remain within the present Records Center or extensions thereof when given values for related variables such as the volume of the file base, the storage space available, and the number of years into the future the Agency wishes to remain within that storage space.

1. The Formula:

$$C = B - Y (D + T + M) + Y I$$

2. The Variables:

C = Capacity of Records Center (and extensions)

B = File Base after Purge (July 1969)

D = Destroyed (annual average)

T = Transferred out of Center (annual average)

I = Input accessions (annual average)

M = Space saved via Microfilming (annual average)

Y = Number of years projected

3. The Amount of Microform Reduction Required:

The derivative formula for the amount of microform reduction required is:

$$M = I - (D + T) - \frac{C - B}{Y}$$

4. Example:

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By using annual averages of just 10 years for variables I (17,000 cu.ft.), D (6,000 cu.ft.), and T (3,500 cu.ft.) and by using for variable C the storage space available with the present arrangement of shelving\* and for variable B a value which assumes a 20,000 cu.ft. reduction through the purge, the formula will show the microform reduction required annually to be 3,500 cu.ft. (annual average) given a five year projection or 5,500 cu.ft. (annual average) given a ten year projection.

(For comments on the implications of such a microfilming load, see Tab B.)

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\*Roll-away shelving, now under re-examination, could increase the effective storage capacity of the Records Center. (The cost of such shelving is about the same as the cost of microfilming.) If such shelving were installed, the value of C would, of course, increase and the amount of microform reduction required (variable M) would correspondingly decrease.